

## KSIS Notification Reminder: Beginning-of-Year Training, July 24-25

<b>Subject</b>	<b>KSIS Notification Reminder: Beginning-of-Year Training, July 24-25</b>
<b>From</b>	Burton, Linda - Division of Enterprise Data
<b>To</b>	All State KSIS Contacts
<b>Sent</b>	Tuesday, July 23, 2013 4:52 PM

The following information was sent to all staff registered to attend the KSIS Beginning of Year training that will start tomorrow. Anyone who has not registered is welcome to attend in person or online. Registration is not required but it is used to track participation for the EILA credit.

Kentucky Department of Education

KSIS Beginning-of-Year Training

Kentucky Transportation Cabinet Auditorium, 200 Mero Street, Frankfort, Kentucky 40622 and Microsoft Lync Online

Wednesday, July 24, 9:00 am – 4:00 pm (EDT)

Thursday, July 25, 9:00 am – 12:55 pm (EDT)

Thank you for registering for the KSIS Beginning-of-Year training. To make the most of your training experience, please take a few minutes to read the following information.

### **GENERAL INFORMATION:**

- **Revised Agenda and PowerPoint Presentations** - Handouts will not be provided in hard copy at the training session. You may download the agenda and training materials by clicking the file links below. For printing, we recommend that you select the option to print both sides of paper (flip long edge). You may also want to select gray scale to conserve ink colors.
  - ✓ [Training Agenda](#)
  - ✓ [Presentations Part 1](#) (day-1 morning sessions – 89 slides)
  - ✓ [Presentations Part II](#) (day-1 afternoon sessions – 63 slides)
  - ✓ [Presentation Part III](#), (day-2 – 121 slides)
- **Attendance/Sign-In Sheet** – Please verify your attendance by signing the attendance roster. If you participate online, be sure to send your email address to [Linda Burton](#). A [sign-in](#) sheet is available on the KSIS Training Webpage for your convenience.
- **EILA Credit** - You must complete the online training evaluation that will be provided to you through Survey Monkey after the training session to receive EILA credit.
- **Q&A** - Each presenter will respond to audience questions at the end of his/her presentation. Due to time limitations, it may not be possible to cover all questions during the session; however, a Q&A will be posted following the event. You may also submit any questions to [Becky Jenkins](#), KSIS service manager, prior to the training.
- Recorded sessions will be posted on the KSIS Training Webpage for later reference.

### **LYNC ONLINE MEETING SPACE PARTICIPANTS:**

**If you need assistance with your Lync connection, audio, or visual settings contact the KETS Service Desk**

(502) 564-2002 (local)

(866) 538-7435 (toll free)

email: [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov)

**School district employees will connect as a 'User': *Make sure that the online meeting link below opens in Internet Explorer and NOT Chrome or Firefox.***

1. If you are a school district or KDE employee (email addresses with the [user@district.kyschools.us](mailto:user@district.kyschools.us) or [user@education.ky.gov](mailto:user@education.ky.gov) format), first make sure you have Lync installed on your computer by navigating to [login.microsoftonline.com](http://login.microsoftonline.com) and follow the instructions to install the Lync Online Client. If the install is unsuccessful, contact your local technology support staff.
2. Click [Join online meeting](#)

**If you are not a school district employee, you will connect as a 'Guest': *Make sure that the online meeting link below opens in Internet Explorer and NOT Chrome or Firefox.***

1. If you are a guest, you will first need to install the Lync Online Attendee client (Windows Only) by navigating to: [download Lync Attendee Client](#). For more help, download this [quick start guide](#).
2. Click [Join online meeting](#)

#### **ON-SITE PARTICIPANTS:**

- **Location** - KY Transportation Cabinet Auditorium, 200 Mero Street, Frankfort, KY 40622 – for directions click [here](#). (See training location photo above.)
- **Parking** – Visitor parking is available in the Transportation Cabinet attached parking facility, first floor, on the end next to the church. (If you are facing the building, this is to your right.) You may also park in the Capital Plaza Tower parking garage, any parking space not marked as reserved, or in the church parking lot.
- **Food** - The Transportation Cabinet cafeteria will be open and offers a wide selection of menu offerings and there is an on-site snack shop. Snacks, beverages and lunch will not be provided.

Please feel free to contact me if you have any questions.

Thank you,  
Linda

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